



Specific questions or concerns should be directed to the appropriate Division:

Information Systems Division

Call Center
1-800-877-2897
Email:
isdhelp@mshp.dps.mo.gov

Criminal Justice Information Services Division

UCR Unit
(573) 526-6278
Email:
ucr@mshp.dps.mo.gov

Access Integrity Unit
(573) 526-6141

MULES Training Unit
(573) 526-6141

MULES Audit Unit
(573) 526-6278

AFIS, Quality Control, Sex Offender, CHS
(573) 526-6153

If you want to receive the *CJIS Newsletter* in Electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above or CJISNews@mshp.dps.mo.gov

THE CJIS NEWSLETTER

Criminal Justice Information Services 10-04

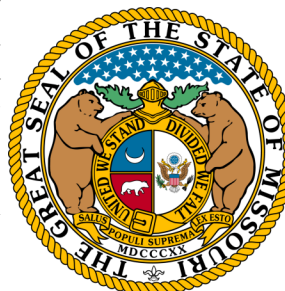


Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the

Missouri Supplement to the UCR Handbook and the *UCR Handbook*.

Each section contains a box, which operators and other appropriate personnel may initial and date after reviewing the materials. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.



Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri law enforcement, REJIS, or ALERT agencies that wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by emailing articles to CJISNews@mshp.dps.mo.gov. Content will be subject to approval.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to CJISNews@mshp.dps.mo.gov. or 573-526-6278.

CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

<u>MoDEX Counter:</u>	Number of Agencies Registered:	126
	Number of Users Registered	742
	Number of Agencies Sharing Data	48

For more information: <http://dps.mo.gov/dir/programs/ohs/modex>

STRANGE... BUT TRUE Missouri Statute of the Month!

578.175 RSMo - BEAR WRESTLING

Any person who commits any of the following acts is guilty of a Class A misdemeanor:

1. Bear wrestling;
2. Permitting bear wrestling to be done on any premises under his charge or control;
3. Promoting, conducting, or staging bear wrestling;
4. Advertising bear wrestling;
5. Collecting any admission for bear wrestling;
6. Purchasing, selling, or possessing a bear which he knows will be used for bear wrestling;
7. Training a bear for bear wrestling;
8. Subjecting a bear to surgical alteration for bear wrestling.



N-DEx Access Through LEO

As of December 21, 2010, N-DEx is listed in a different area of the Law Enforcement Online (LEO) homepage. LEO administrators have added a new section to the page called "CJIS Portal." It is located below the "Partnered Sites." N-DEx is the first CJIS System to appear in this new section.

In the CJIS Portal area, N-DEx users will click the words "Click here to access the services listed below" to reach a web page with an N-DEx icon. Clicking this icon will take users to the N-DEx service.

For questions concerning N-DEx in Missouri, please contact Melissa Overcash at 304-625-5568 or Melissa.Overcash@leo.gov.



**2011 Missouri Interoperable
Communications Conference
February 8-10, 2011
Lodge of the Four Seasons
Osage Beach, MO**

Cost

Registration fee is \$50.

Registration Information

To register for this conference, please go to:
<http://training.dps.mo.gov>
and complete the registration form.

The Lodge of the Four Seasons contact information can also be found on the form.

Training Topics

Statewide Interoperable Network
Missouri Statewide Communications Assistance Program
National Level Exercise 2011
Funding Opportunities
9-1-1 Training

Electronic Ticketing (E-Ticketing)

Later this year, the Missouri State Highway Patrol will be implementing E-Ticketing throughout the state. Some benefits for implementing this E-Ticketing program include:

Differences for Courts and Prosecutors

- Traditional handwritten citations on self-carbonating NCR paper will be replaced with a computer generated image printed on a standard 8 1/2 x 11 piece of paper.
- Electronic Citation information will be available for transfer from the officer to the Court systems, and throughout the legal system simultaneously without the need for manual transfer of paper copies.
- Having the information stored in an electronic format allows for quicker transfer of data with fewer errors resulting in less manpower, increased efficiency, and lower costs.

Differences for Motoring Public

- Motorists receiving a citation will receive an easy to read computer generated image printed on a standard 8 1/2 x 11 piece of paper rather than the traditional yellow, handwritten, self-carbonating NCR citations.
- Electronic citations may be completed faster; this will increase safety by reducing the length of time a motorist will be required to be parked on the side of the road.

Differences for Law Enforcement Personnel

- Officers will realize an increase in accuracy by utilizing data transfer from existing databases to the citation without the necessity of manual entry.
- Storing the information electronically reduces the amount of redundant entry required for completing the numerous reports associated with traffic enforcement.
- Officers will be able to import information into the electronic citation by utilizing a bar-code scanner or pulling information from database inquiries. This will result in increased officer safety by reducing the amount of time it takes for an officer to complete a traffic stop.

Differences for the Missouri State Highway Patrol

- Reduce the amount of storage space required to store and archive traditional citations.
- Reduce the manpower resources required for keying information into various database repositories.
- The Patrol will realize a cost savings by using a standard 8 1/2 x 11 piece of paper instead of the specialized pre-printed and assembled self-carbonating NCR citations.
- The Patrol will realize an increase in efficiency with lower costs by enabling quicker transfer of data with fewer errors and less manpower.

2011 CJIS Training Schedule

We will now be listing all upcoming CJIS Training Sessions on the UCR Website, as well as in each CJIS Newsletter. This list will include all scheduled UCR, MIBRS, and MoDEx classes presented by MHSP personnel statewide. Feel free to contact the instructor at the phone number provided to register for the class or to get more information on the location.

Please note that the dates and times of these training sessions are subject to change and/or cancellation!

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Location</u>	<u>Instructor(s)</u>	<u>For Registration:</u>
02/07/11	9:00am-12:00pm or 1:00pm-4:00pm	MoDEx Training	Foristell Police Department Foristell, MO	Theresa Huhn	(573) 526-6141
02/10/11	8:00am-4:00pm	UCR Training Class	Kansas City Police Academy Kansas City, MO	Bob Hanson	(816) 467-7931
02/17/11	8:00am-4:00pm	MIBRS Training Class	Kansas City Police Academy Kansas City, MO	Bob Hanson	(816) 467-7931
02/23/11	8:00am-4:00pm	UCR Training Class	Butler County Sheriff's Office Poplar Bluff, MO	Bill Welch	(573) 840-9562
02/24/11	8:00am-4:00pm	UCR Training Class	Bloomfield Police Department Bloomfield, MO	Bill Welch	(573) 840-9562
02/28/11	1:00pm-5:00pm	MoDEx Training	Ballwin Police Department Ballwin, MO	Theresa Huhn	(573) 526-6141





Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*.

Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

MULES

Missouri Uniform Law Enforcement System

10-04

File with MULES/NCIC Operations Manual

New MULES Password Requirement effective January 3, 2011

After January 3, 2011, MULES users that are prompted to change their passwords will be required to have a password of **exactly** 8 characters. This is a change of current policy. The current password rule states that a password must contain between 7 to 8 characters with at least 1 alpha character and at least 1 numeric character. Alphabetic characters also include the national characters: '#', '\$', and '@'. Only the password length requirement is changing. All other password requirements will stay the same.

This change will only occur when a user changes their password, so the impact will be over several months depending on when the user's password expires.

If you have any questions concerning this policy, please contact the CJIS Security Unit at 573-522-3899.

NEW Sex Offender Forms

Due to a recent lawsuit, all current sex offender registration forms have been updated. As before, these forms will still be available in two versions:

1. **Hardcopy forms** - which may be ordered from your local Troop. (forms are being printed this week so refer to your "troop supply run 2011" schedule for delivery)
2. **Forms in PDF format**- which are available on the CJIS Launchpad. These forms may be printed and used as hardcopy forms, or you may utilize the fill-able PDF version which will allow you to type information in as needed.

Please Note: form SHP-431 which was previously used for notification of duty to register, will no longer be used and is combined with the new version of form SHP-428.

All old forms should be destroyed and registration officials should immediately begin using the new forms outlined above. Please use the combined form, which incorporates all forms, to type the information and save to your computer for easy access at a later date, then print the form for both the offender and your agency to sign.

Continue to mail **the original copy to the Highway Patrol**, keep one copy for your agency's files, give one copy to the offender, and mail one copy to the new CLEO if the offender is moving out of your county.

If you have any questions please do not hesitate to contact the Missouri State Highway Patrol - Sex Offender Registry Unit at 573-526-6153.

Responsibilities of Local Area Security Officer (LASO); New LASO Appointment Letter Required

Pursuant to changes to the CJIS Security Policy adopted by the CJIS Policy Advisory Board in 2009, the title of **Security Point-of-Contact** (Security POC) has been replaced with **Local Area Security Officer** (LASO) and a signed LASO letter must be on file with the Access Integrity Unit for every terminal agency.

The LASO is the point of contact employed or contracted by an agency to provide technical systems assistance to the CSA Information Security Officer (ISO) in order to assure the confidentiality, integrity, and availability of criminal justice information on the network.

The LASO has the following defined responsibilities:

- Be familiar with the contents of the CJIS Security Policy as they pertain to network security.
- Identify who is accessing CJIS systems at the agency level, and ensure no unauthorized individuals have access to the system.
- Identify and document how equipment is connected to the state system, including a detailed network diagram.
- Ensure that personnel security screening procedures are being followed as stated in the CJIS Security Policy and this Manual.
- Ensure appropriate security measures are in place and working as expected.

iPad's and E-Books

CJIS has recently received several questions concerning and E-book type devices. The CJIS/AIU division contacted the proper article type code. NCIC advised the type code **RDDMMDEV**, which is the code for any device that plays, records, or stores. This article type code will apply not only to the iPad, but also Nooks, Kindles and any similar device. NCIC may revisit this code in the future and we will update users of any code changes.



Attention Terminal Agencies!

As we begin 2011, we would like to remind all terminal agencies of some areas of importance:

- Ensure that Criminal History (III) transactions are for authorized purposes only and any secondary dissemination is logged. Secondary logs must be maintained for 13 months.
- Ensure that Protection Order files are entered accurately and validated on a regular basis. Also, upon removal of an Order of Protection, use the appropriate clear or cancel transaction. As with any entry, Protection Orders that are not valid or never should have been entered are cancelled, an order to be removed for any other reason is cleared.
- Ensure that all entries are packed with all available information. Packing the record with all available information ensures that the subject of the entry will be apprehended if they are contacted by law enforcement. If an identifier such as an alias name or old OLN is left out, and the inquiring agency fails to make the appropriate checks, the hit will be missed.

Any questions should be directed to your local MULES, REJIS, or ALERT trainer.

Can I Run This???

MULES inquiries may come from several different sources. A 911 Center could run transactions for several different agencies whereas most terminal agencies only run queries for a limited number of people. No matter the type or size of department you may work for, the day will come when you'll be asked to run something and you're not quite sure if you're supposed to.

There are three general questions to ask yourself in this situation:

- #1 Does the person have an ORI?
- #2 Am I allowed to run transactions using this person's ORI?
- #3 Is there a valid reason for this transaction?

#1 Does the person have an ORI?

Not just anyone can obtain an ORI. The FBI has strict guidelines for issuing ORIs, which can be found in the Originating Agency Identifier (ORI) section of the NCIC 2000 Operating Manual. Criminal justice agencies may have full access to the CJIS network. The U.S. Department of Justice Regulations on Criminal Justice Information Systems (Title 28, Code of Federal Regulations, Part 20, Subpart A, Section 20.3) define "criminal justice agency" as:

- (1) Courts; and
- (2) A governmental agency or any subunit thereof that performs the administration of criminal justice pursuant to a statute or executive order, and that allocates a substantial part of its annual budget to the administration of criminal justice.

The originator of the regulation has interpreted "substantial part" to mean more than 50%.

Common Question - Can a terminal agency run queries for security officers/guards or code enforcement officers?

The majority of the time, the answer is "no". Security officers, for example, would have to have an ORI in order to request MULES queries. Security officers are not viewed as criminal justice because they are not law enforcement officers. According to 590.010 RSMo, a "peace officer" is defined as "a law enforcement officer of the state or any political subdivision of the state with the power of arrest for a violation of the criminal code or declared or deemed to be a peace officer by state statute". The officer must have powers of arrest to be assigned an ORI. The same may hold true for code enforcement officers. However, security or code enforcement officers who have powers of arrests may obtain an ORI, which leads to the next question.

Continued...

Can I Run This??? (Continued)

#2 Am I allowed to run transactions using this person's ORI?

In order to run transactions for another agency, either criminal or non-criminal justice, there must be a User Agreement on file. This is a signed agreement between the two agencies allowing the "operating agency" to run checks for the "user agency". The agreement also allows the operating agency to type the user agency's ORI during the transactions. For a list of your User Agreements, contact the MSHP CJIS Division Program Support Services Unit.

Common Question - Can I run criminal history checks for a Housing Authority?

Special policy allows Housing Authorities to obtain a non-criminal justice ORI. If the local Housing Authority has obtained an ORI from the FBI, they may sign a User Agreement with your terminal agency to run their criminal history checks. Please remember that your terminal agency can only provide a positive or negative response to the Housing Authority - no Criminal History can be disseminated to the Housing Authority! If you do not have a User Agreement with the H.A., then you are not allowed to do the check.

#3 Is there a valid reason for this transaction?

Purpose Code 'C' does NOT stand for "cuz"! The requestor must provide an adequate reason for the inquiry. Misuse of official information (576.050 RSMo) holds serious consequences. The operator running the unlawful check is just as responsible as the requestor. If the requestor cannot provide a valid reason for the query, the MULES operator has every right to deny the request!

Common Question - The officer told me the criminal history part of a confidential investigation and refuses to give me a reason. What should I do?

"Confidential" is not a valid reason for a criminal history. Politely explain to the officer you must provide an explanation for the check in the Reason field, (i.e. "Fraud Investigation"). The majority of law enforcement officers are not MULES certified and do not understand the strict guidelines you must follow for access. If the officer still does not feel comfortable, give him/her the option of your supervisor or another operator to complete the check.

2010/2011 VIN Issues

VIN 1 M 8 G D M 9 A _ K P 0 4 2 7 8 8

Something unusual is happening with VINs on some 2010/2011 vehicles. There can be a problem with entering newer VINs to a vehicle entry. Some 2010 and all 2011 VINs are unable, at this time, to be entered into a vehicle entry as a VIN. A QVIN transaction may show the vehicle year as 1981 when it should be 2011. The procedure for entry is as follows:

If you have a VIN that MULES will not accept, please follow these simple steps

1. Check the VIN and make SURE it is correct: Start by using a QVIN transaction, check DOR, insurance, title or any other documentation available.

2. When all else fails put the VIN in the OAN field.

It is not necessary to put SVIN in the MISC field when entering a VIN that will not conform to standards. This would only be true if MULES did not have an OAN field available.

If you have any questions, please contact your local CJIS Instructor.

Advanced Authentication – What is it?

Advanced Authentication (AA) has been a topic of discussion for several years. Under Version 4.5 of the CJIS security policy, advanced authentication was presented and usage requirements were defined. As we move forward with Version 5 of the CJIS security policy, advanced authentication will become more prevalent in use. As new technology and equipment are being procured and implemented, the likelihood that an agency will need to implement an AA will become greater.

It is difficult to determine under the CJIS policy, when AA is needed. The next several paragraphs will discuss AA and scenarios where it will be needed. This may help you decide on when and how to implement AA in your agency.

Determining when advanced authentication is needed can be tricky. A rule of thumb is if the device is agency managed and is located in a secure location with all the technical controls in place then AA most likely will not be needed. If the device is outside of a secure location, then it is likely AA will be needed for accessing applications. For a more detailed explanation, the CJIS security policy version 5 has a flow chart for determining when AA is required.

Advanced Authentication is more than just user ids and passwords. Normally there are several authentication methods in computer systems. The most common is the use of a user id and password. This type of authentication is considered to be something a person "knows". Another form of authentication is use of a token or smartcard. This type of authentication is something a person "has" in their possession. The final type of authentication is biometric. This type of authentication is considered something a person "is". Examples of this type of authentication are fingerprints, retinal patterns or face geometry. Therefore the three categories for authentication are something you know, something you have and something you are. When looking at advanced authentication technology your agency can determine which categories to use and how to implement the technology in each category.

Advanced authentication can also be called 2-factor authentication or multi-factor authentication. The concept is to use a minimum of two of the categories listed above to provide the higher level of security. Most systems currently have a user/password category so to implement AA; the system would need to use a different category. In many cases the easiest category to add is the category of something you have. This normally consists of a token, smartcard or USB device that contains security related information. There are numerous commercial and several free software/hardware products available in this area.

The final category (something you are) can also be used but it may be more difficult to implement with current technology. An individual will need to enroll by providing the biological information before the system can be setup. There are current technologies built into mobile devices that will allow you to scan thumbprints. This is an acceptable method as long as the thumbprint is validated with a central repository.

To summarize, AA can be setup in many different ways but the important point to remember is that your implementation must have two out of the three categories. Multiple passwords to gain access to a system does not meet the definition. As your agency purchases new equipment and/or systems, be aware that the AA requirement may or may not apply depending on other CJIS requirements.

As you begin to implement new equipment or upgrade existing equipment, remember that advanced authentication may be a requirement and updated documentation will be required so please contact the CJIS Security Unit, at 573-522-3899, with any questions.

TAC Corner



Common Misuses of Criminal History

The MSHP CJIS Division audits all terminal agencies for NCIC compliance and investigates system misuse. In turn, the FBI has confirmed that the following reasons for inquiring III info are **NOT ALLOWED**:

Adoption	Election Candidates
Alcohol Beverage Sales Licensing	Fire Department, Ambulance Service or EMS Personnel
Bail Bondsman	Foster Parents
Bank Employees	Hospital and Nursing Home Employees
Big Brother/Sister Volunteers	In-home Care Providers
Bounty Hunters	Mayor's Office, City Hall, County Office Personnel, or Security of Governor's Mansion
Boy/Girl Scout Volunteers	Military Personnel, to include Reserve and National Guard
Business Licensing	Notary Public Applicants
Casino Workers/Gaming Industry Personnel	Police Officers Working Secondary Employment as Security Guards
City, County, State, or Federal Park Recreation Personnel Employment	Private Security Officers
Civil Courts and Defendants, Witnesses, Victims, or Jurors	Private Investigators
Contractors or Volunteers Working with or Around Children in Schools	Public and Private Elementary and Secondary Schools and State and Local Educational Agencies, to include Teachers, Bus Drivers, and School Chaperons
Court Appointed Special Advocates or Guardian Ad-litem	Self-inquiries for Training Purposes
Court Personnel not Associated with Criminal Justice (Stenographers, Technicians, etc.)	State Highway Department Personnel
Crime Victims Reparations Programs, Crime Victims Compensation Board Members	Street Vendors
Day Care Workers, Including Volunteers at Day Care Facility	Taxi Cab Licensing
Defense Attorney's or Public Defender's	Utility Board Personnel (Gas, Water, Electric, etc.)
Department of Mental Health	Voter Registrants
Dog Catcher	Youth League
Domestic Violence Prevention Advocates	

Location Change For Troop F Classes

The recent merge of the Missouri State Highway Patrol and Water Patrol resulted in the Water Patrol's state-wide communication operations being moved to Troop F headquarters. Due to this and other changes, parking for classes has become an issue. Starting in 2011, all MULES training for the Troop F region will be held at the Troop F CDL Testing Facility. The CDL site is located west of Jefferson City off of Big Horn Drive. Take US 50 West past Apache Flats and exit at Big Horn. At the bottom of the exit ramp, turn right onto Big Horn and then immediately left onto Red Eagle Drive. Look for a sign for the CDL site at that intersection. Red Eagle Drive will turn into Raptor Road and dead end in the CDL site parking lot.

If any further information or direction is needed, contact Troop F Trainer Chris Parr at (573) 751-1000 or by email at christopher.parr@mshp.dps.mo.gov.



Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received and reviewed.

UCR

Uniform Crime Reporting

10-04

File with *Missouri Supplement to the UCR Handbook*

UCR Going Paperless

The FBI is undertaking a wholesale redesign and redevelopment of the system that has supported the FBI's UCR Program for more than 30 years. The FBI's UCR Redevelopment Project (UCRRP) will provide many benefits to the users of our system and provide the means and opportunity for additional value-added services to be provided to law enforcement agencies nationwide.

As part of the UCRRP, an effort is underway to migrate all submissions to an electronic interface on or before the 2013 deployment of the new system. Specifically, paper submissions or the electronic submission of printed documents (such as PDF files) will no longer be accepted on the national level beginning in 2013.

While the State of Missouri already submits UCR data to the FBI via approved electronic means, there are still approximately 40 agencies that still submit monthly hard copy UCR reports via mail or fax. These agencies will be required to use the MoUCR Website by 2013.

Reporting Synthetic Drug "Spice"

The UCR Program staff has received numerous questions from law enforcement agencies regarding reporting arrests for the illegal use or possession of an incense called Spice (which is also known as K2). Spice is a synthetic cannabinoid herbal substance that, when smoked, produces a marijuana-like high.



Agencies should **not** classify Spice or K2 as marijuana for crime reporting purposes. Because it has been known to cause hallucinations in some users, the FBI Laboratory's Chemical Unit has advised the national UCR Program staff that agencies that use the National Incident-Based Reporting System (NIBRS/MIBRS) should report the drug as K = Other Hallucinogens. In the Summary UCR Program, agencies should classify arrests/citations for possession or sale of Spice or K2 in the **Other Dangerous Non-narcotic Drug** category.

LEOKA Update

Updated Law Enforcement Officers Killed and Assaulted (LEOKA) Forms: The staff of the national UCR Program created two new forms, *Analysis of Officers Accidentally Killed* and *Analysis of Officers Feloniously Killed and Assaulted* to replace the single form *Analysis of Law Enforcement Officers Killed and Assaulted*. After a two year review, the new forms have now been approved by FBI Headquarters and the US Office of Management & Budget (OMB). The MoUCR staff will mail these new forms to law enforcement agencies upon receipt of any reported 2011 officer deaths or serious officer assaults.

New Proposed Race Codes for 2012

Pursuant to a statistical directive by the US Office of Management & Budget (OMB), the FBI CJIS Division has been mandated to revise the UCR Race Codes from four (4) to five (5) categories. These new race codes will tentatively be implemented for NIBRS in 2012:

W = White, B = Black/African American, I = American Indian/Alaskan Native,
A = Asian, P = Native Hawaiian/Other Pacific Islander, U=Unknown

MIBRS Certification

The Missouri UCR Program Office would like to extend Congratulations to the following agencies, which are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Sturgeon Police Department

Oak Grove Police Department
Pilot Knob Police Department
Ste Genevieve County Sheriff's Office
St. Peters Police Department
Laclede County Sheriff's Office
Kansas City Police Department
Lake Lotawana Police Department
Joplin Police Department
Gladstone Police Department

The following agency is currently piloting our MIBRS Web RMS (via MULES line):
Missouri Science & Technology DPS

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

UCR Quality Assurance Reviews

Since the 10-03 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

ADVANCE POLICE DEPARTMENT
FORSYTH POLICE DEPARTMENT
MOREHOUSE POLICE DEPARTMENT
SOUTHWEST CITY POLICE DEPARTMENT
CALIFORNIA POLICE DEPARTMENT
IRONTON POLICE DEPARTMENT
CLINTON POLICE DEPARTMENT

BUTLER POLICE DEPARTMENT
CALLAWAY COUNTY SHERIFF'S OFFICE
FULTON POLICE DEPARTMENT
RICHMOND POLICE DEPARTMENT
TRUMAN STATE UNIVERSITY DPS
CARTHAGE POLICE DEPARTMENT

Since the 10-03 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

HANNIBAL POLICE DEPARTMENT
CHAFFEE POLICE DEPARTMENT
CLINTON COUNTY SHERIFF'S OFFICE
COTTLEVILLE POLICE DEPARTMENT
MISSISSIPPI COUNTY SHERIFF'S OFFICE
MOUND CITY POLICE DEPARTMENT
OWENSVILLE POLICE DEPARTMENT
ROCK HILL POLICE DEPARTMENT
SHELBINA POLICE DEPARTMENT
STEELE POLICE DEPARTMENT
TANEY COUNTY SHERIFF'S OFFICE
CAMDEN POINT POLICE DEPARTMENT
ST. CLAIR POLICE DEPARTMENT
AUXVASSE POLICE DEPARTMENT
HOLTS SUMMIT POLICE DEPARTMENT

KEARNEY POLICE DEPARTMENT
MATTHEWS POLICE DEPARTMENT
NEW BLOOMFIELD POLICE DEPARTMENT
RICHLAND POLICE DEPARTMENT
TRIMBLE POLICE DEPARTMENT
BARTON COUNTY SHERIFF'S OFFICE
BRAYMER POLICE DEPARTMENT
BRUNSWICK POLICE DEPARTMENT
DENT COUNTY SHERIFF'S OFFICE
LEETON POLICE DEPARTMENT
PIEDMONT POLICE DEPARTMENT
TIPTON POLICE DEPARTMENT
HUNTSVILLE POLICE DEPARTMENT
BRECKENRIDGE HILLS POLICE DEPT

One third of all independently reporting law enforcement agencies are reviewed each year. Cycle 2 ended on December 31, 2009, and Cycle 3 will run from January 1, 2010 through December 31, 2012.

Reporting Prescription Medication Fraud for MIBRS

- Suspect uses a telephone or fax machine to fraudulently order a prescription from a pharmacy:
 - **Wire Fraud (26E)**
- Suspect creates a fake prescription in order to fraudulently order drugs from a pharmacy:
 - **Counterfeiting/Forgery (250)**
- Suspect uses a fake prescription at a pharmacy to fraudulently order drugs:
 - **False Pretenses/Swindle/Confidence Game (26A)**
- Suspect attempts to use an actual prescription that was issued to another person to fraudulently obtain drugs for themselves from a pharmacy:
 - **Impersonation (26C)**
 - If drugs are actually obtained:
 - **False Pretenses/Swindle/Confidence Game (26A)**
- Suspect is arrested while in possession of another persons prescription drugs:
 - **Drug/Narcotics Violations (35A)**

Cargo Theft Update

The FBI has just began collection of Cargo Theft data on a national level. All states have been given the opportunity to choose whether or not they are going to report Cargo Theft.



In Missouri, the MSHP has decided to forgo the collection of Cargo theft data for 2011. The MSHP will revisit the possible collection of Cargo Theft data for the year of 2012 at a later date.

Change to MIBRS Multiple Arrest Segment Indicator (MASI) Codes

In October 2009, the fall CJIS Working Groups approved the option to change the definition of Code C in Data Element 4, Exceptionally Cleared, from “Extradition Denied” to “In Custody of Other Jurisdiction” and sent the matter before the full CJIS Advisory Policy Board (APB).

The APB approved the measure and sent it to the Director’s Office for approval, which was granted. Beginning January 1, 2011, agencies should use Code C in Data Element 4 in cases in which extraditions are formally denied or in circumstances where an agency arrests an offender who is also suspected of committing offenses in other jurisdictions. Law enforcement agencies in the other jurisdictions should report Code C in Data Element 4 when they are made aware of the arrest.

New MIBRS Data Edits

The FBI NIBRS Unit has sent correspondence to the Missouri State Highway Patrol indicating some data quality issues. These issues were not addressed in the initial data edits implemented into the original MSHP MIBRS application.

During the addition of these missed edits to the MIBRS Repository Specifications, a couple more issues have developed:

- Weapons/Force Used is a mandatory field for certain offenses
- For Simple Assaults (13B):
 - Weapons/Force Used must be one of (40, 90, 95, or 99).
 - Weapons/Force Used cannot be blank.
- If there is an arrestee in an incident, there cannot be an unknown offender.
- There cannot be more arrestees listed in an incident than there are offenders.
- An incident must either have a Group A offense or a Group B arrest. Without one or the other, there is nothing to report to NIBRS.
- A victim has an invalid combination of offenses. Some offenses, due to their nature, implies a lesser offense.
- Aggravated Assault/Homicide Circumstances is a mandatory field for certain offenses.

FBI UCR Audit Policy Change

Beginning with the 2012 FBI UCR QAR of the state of Missouri, the FBI will additionally conduct an audit of at least one college/university-based law enforcement agency. The FBI CJIS Division will then provide the UCR QAR findings to the US Department of Education to ensure all CLEARY ACT requirements are being met.

MIBRS Specifications Manual

Effective January 13, 2011, there is a new **MIBRS Repository Specifications Manual** available to all interested agencies. This Manual is primarily used by agency IT Staff and RMS vendors to outline exactly what NIBRS/MIBRS data fields should be submitted to the MSHP and the format in which it must be submitted. A copy of the new 2011 MIBRS Repository Specifications Manual has been sent electronically to all participating MIBRS agencies and vendors. A PDF version is also available for download on the “DOWNLOADS” page of the MoUCR Website. Major changes include:

- Total Removal of the Person and Vehicle Segments (E-MIBRS to be submitted thru MoDEX)
- Addition of 19 new NIBRS Location Type codes
- Addition of 26 new NIBRS Property Description codes
- Addition of new NIBRS offenses of Purchasing Prostitution (40C), Human Trafficking – Commercial Sex Act (50A), and Human Trafficking—Involuntary Servitude (50B)
- Edits to require reporting Zero Values for Personal Documents or Identity Documents
- Edits to refuse the association of a Larceny/Pocket-Picking or Purse Snatching with certain Property Descriptions (i.e. Trailers, Automobiles, Watercraft, Aircraft, Livestock, etc.)
- Changes to the Multiple Arrest Segment Indicator (MASI) code definitions

Top Ten UCR SUMMARY Reporting Errors

1) Homicide Offenses:

Problem: Justifiable Homicides are being reported in Column 4 of the Return A. (Number of Actual Offenses)

Problem: The Supplemental Homicide Report form does not contain enough information, especially under Circumstances and/or the form includes traffic fatalities.

Problem: Deaths of individuals resulting from DUIs are being reported as Criminal Homicides or Manslaughter by Negligence. These offenses are being improperly cleared on the Return A as well.

Problem: Homicides are being reported on the Return A when an attempted murder/homicide has taken place .(the victim has not died).

2) Law Enforcement Officers Killed or Assaulted (LEOKA) Form:

Problem: The Type of Assignment or Time of Assault is often missing.

3) Valuation of Stolen Property—Supplement to Return A:

Problem: The Supplement to Return A contains values for nonnegotiable items or dollar amounts are not being rounded to the nearest whole dollar. Also, recovery values are not being provided.

Problem: Supplements are usually not able to be “keyed” due to errors with recovered property not being reported.

4) Age, Sex, and Race of Persons Arrested form versus Column 5 on the Return A:

Problem: Law Enforcement agencies are confused and counting arrests in Column 5 of the Return A.

5) Reporting Forcible Rape within the UCR Program:

Problem: The reporting of Incest and Statutory Rape are not being applied correctly to classification and scoring when force is used.

6) Proper reporting for offenses involving Motor Vehicles within the UCR Program:

Problem: Motor vehicle thefts are being reported in certain incidents when UCR does not, by definition, allow for the reporting of motor vehicle theft. The assumption that every incident where a motor vehicle is unlawfully taken requires that a motor vehicle theft must be reported is invalid.

7) Return A—Column 6 Number of Clearances involving only persons under 18 years of age:

Problem: Totals in this column are not uniformly scored from agency to agency. Many are under the assumption that if a juvenile is involved in the clearance, it should be scored in column 6.

Problem: No clearances ever scored in column 6.

8) The Hotel Rule with respect to the offense of Burglary:

Problem: Agencies are including the burglary of rental storage facilities under the provisions of the Hotel Rule and improperly counting breaking and entering into multiple units as one burglary.

Problem: Burglary into dormitory rooms is considered under the provisions of the Hotel Rule, thus improperly counting instances of breaking and entering into multiple rooms as one burglary.

9) Jurisdictional Guidelines:

Problem: Jurisdictional Guidelines for reporting purposes are not followed correctly.

Problem: Crimes that occur in jails/prisons are not being included in local agency counts.

10) Totals in Column 4 of the Return A vs. totals in Column 4 of the Supplement to Return A

Problem: The number of actual offenses reported in each Part One category does not match.

Problem: Agencies are clearing offenses when they are discontinuing an investigation and/or administratively closing a case.

